



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EE0-4</u>	<u>CODE</u>
<b>DEPUTY ADMINISTRATOR, FORESTRY</b>	<b>44</b>	<b>A</b>	<b>7.411</b>

Under general administrative direction of the State Forester, provide leadership and guidance in directing the day-to-day programs, operations, services, activities and staff of the Division of Forestry; assist the State Forester in strategic planning, fiscal management, program evaluation and personnel management; act on behalf of the State Forester in all matters related to division activities as directed or in his/her absence.

Provide administrative and fiscal oversight and coordination of the major division programs including fire suppression/prevention, resource management, conservation camps, regional staff and offices, support services, air operations and dispatch centers, safety and training, personnel and payroll, and fiscal services.

Serve as the agency's chief financial officer; plan, organize and direct preparation of the biennial budget for all division accounts; review and approve line item narratives, justifications, expenditure forecasts, applicable schedules; oversee entry into the State's budget system and final submittal; prepare and coordinate responses to questions from the Budget Office and legislative fiscal staff; review and approve all budget revisions and justification for submission to the Budget Office.

Assist the State Forester with various administrative functions and activities within the division; provide guidance concerning fiscal matters and operational projects; conduct research and special projects and make recommendations for program improvements and increased efficiencies.

Direct and oversee the pursuit of external funding sources; review and coordinate preparation and submittal of grant proposals to federal agencies for approval; notify regional staff of budget allocations; review, consolidate and submit federal reporting documents and data; ensure program expenditures and activities are in conformance with established grant criteria; negotiate agreements and contracts related to funding, reimbursement or exchange of services.

Train, supervise and evaluate the performance of program managers, regional managers, fiscal and personnel staff, and other staff as assigned; assign and review work; coordinate program activities in all functional areas; counsel and discipline staff in accordance with State and federal laws and regulations.

Lead and/or participate in strategic planning processes to ensure fulfillment of the agency mission and objectives of protecting natural resources from wildland fires; oversee and coordinate the preparation of drafts and revisions of division policies, procedures and regulations.

Make presentations before legislative committees and other entities to justify funding requests and explain agency needs and priorities; represent the State Forester and the agency at meetings, conferences; establish and maintain positive working relationships with representatives of federal, State, county and local jurisdictions and fire districts.

Perform related duties as assigned.

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## MINIMUM QUALIFICATIONS

### **SPECIAL REQUIREMENT:**

- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

### **INFORMATIONAL NOTE:**

- \* Work requires travel throughout the State and occasional work on weekends and evenings.

**EDUCATION AND EXPERIENCE:** Bachelor's degree in business or public administration, forestry, natural resource management, natural science or related field and six years of professional experience in budget preparation and management, supervision of professional staff, and the development, implementation and evaluation of program(s) and activities. Two years of the above experience must have been in a natural resource or natural science-related field; **OR** an equivalent combination of education and experience. (*See Special Requirement and Informational Note*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** principles of budget development and control; principles of management and supervision; government funding sources and fiscal policies and procedures; forest management plans and practices; fire suppression techniques and equipment; program planning, development and evaluation; federal, State and local governmental relationships and interaction regarding forestry programs; principles and practices applicable to oversight of governmental programs, staff and activities; grants management techniques. **Ability to:** assist the State Forester in administration of both programmatic activities and fiscal management; plan, develop, justify and defend the agency's biennial budget; plan, develop and implement best practices in forest management; supervise and evaluate the performance of managerial, supervisory and professional staff; establish and maintain cooperative working relationships with federal, State and local officials and the general public; make public presentations before a variety of groups; represent the division and act on behalf of the State Forester as requested; communicate effectively both orally and in writing; negotiate contracts and agreements.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** State budgetary practices, procedures and requirements; policies and procedures related to division programs and fiscal management. **Working knowledge of:** State rules for human resource management and applicable sections of State regulations; State government organization and functions; legislative processes. **Ability to:** exercise managerial control in determining organizational structure, budget development, staffing, and expenditure of funds to further the division's mission and program success.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.411

ESTABLISHED: 4/12/12UC